

DRAFT
STRATEGIC PREVENTION FRAMEWORK STATE INCENTIVE GRANT
(SPF SIG)
EXECUTIVE COMMITTEE MEETING

November 11th, 2007

MINUTES

PRESENT: Matt Strittmatter, Jason Hutchens, Dave Bozell, Mike Cunegin, Lawren Mills, Carolyn Waller

DMHA STAFF: Kim Manlove, Marcia French and Mary

I. Welcome and Introduction

Matt Strittmatter welcomed everyone as the new Chair of the Governors Advisory Council and the Executive Committee.

II. Minutes

A quorum being present, the minutes of the February 20th, April 17th, and August 21st 2007 meeting were reviewed and approved.

III. Project Overview

Kim Manlove reported two staff changes at DMHA, with the departure of Tonia Smith CSAP Fellow and Terry Jenkins Asst. Deputy Director. At 5 months into the 12 funded communities are working on the organizational structure of their Local Advisory Council and Local Epidemiological Outcomes Workgroups. Some communities have experienced staff turnover but all are moving forward. Grantees are attending a LEOW Training today in the Government Center from 8:30 AM to 4:30 PM. Funding dollars are now flowing to all communities; benchmark and budget documents are now being submitted on the 10th of each month. Project Staff, ISU and the IRPC contractors are conducting weekly conference calls and monthly site visits to all communities. Kim also indicated that a listserv has been established for all grantees, project staff and contractors.

Finance Report: Tom Turney was out of town attending an ATR grant meeting in Bethesda Maryland so a fiscal report will be emailed to Executive Committee members. Kim did report that Tom has developed a budget template for use by the funded communities as well as a website for grantees to track their fiscal progress. Jason Hutchens suggested that the project staff also check with Tom about the PeopleSoft implementation and if that would cause any delays in voucher processing for the communities.

IV. September 24th/25th 2007 Grantee Workshop

The Executive Committee reviewed the tabulated evaluation responses and focus group feedback from the September grantee workshop. Kim also provided a copy of the Indiana SPF SIG Project Action Plan that has been created in response to the workgroup evaluations. Copies of those documents are attached.

V. 2007 Epidemiological Profile Highlight

Eric Wright could not attend because he is conducting the LEOW Training. Kim reported for him that the 2007 Statewide Profile is finished and is now at the printers. It is available electronically online at: <http://www.healthpolicy.iupui.edu/SEOW.htm>. The report is twice the size of the 2006 profile and will be available in both hard copy and on CD. The Executive Committee discussed a distribution strategy and recommended that all funded community LEOWs and LACs receive copies.

VI. Future Planning for the Executive Committee

Sherriff Strittmatter stated that he felt the goal was to ensure that grantees be successful, that all 92 counties in Indiana develop a Strategic Plan and to begin now to look beyond the life of the SPF SIG grant. He indicated that it was his wish for the Executive Committee to continue as well as have Jason Hutchens

continue as Vice Chair. He also felt that a role the Executive Committee could play would be as a sounding board for issues before they came before the GAC.

VII. Agenda Items for the Nov. 27th Governor's Advisory Council

There will be a facilitated mission and vision development process scheduled for the next meeting of the GAC.

Eric Wright will make an in depth report on the 2007 Statewide Epi-Profile including fact sheets his office is developing.

There will also be a discussion about the frequency of meeting of the GAC and the Executive Committee.

VIII. Adjournment

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